

February 2021

# Project Manager – Terms of Reference

## ‘Catalysing Nature Markets’ Portfolio

Finance for Biodiversity (F4B) Initiative

### 1. Introduction

The Finance for Biodiversity (F4B) initiative was established by the MAVA foundation in October 2019 with the aim of increasing the materiality of biodiversity in global finance, and has since developed a rich portfolio of work (see [www.f4b-initiative.net](http://www.f4b-initiative.net)). F4B is now launching a distinct yet complementary grant-making portfolio: ‘Catalyzing Nature Markets’ (CNM), to advance the scale and impact of ‘nature markets’ (revenue-generating exchanges for nature-defined products such as carbon credits, clean water, flood protection, etc.). CNM will allocate MAVA Foundation grants not exceeding a total of 5 million CHF to partners and work programmes supporting its strategies and approaches. It is currently proposed to run until at least September 2022.

### 2. Role

F4B are seeking a full-time Project Manager to manage the successful delivery of a dynamic and multi-faceted work programme from both an administrative and programmatic perspective. The CNM Project Manager will support the CNM Principal and work closely with the wider F4B team to develop and document projects, also working also with grantees and internal teams on project delivery.

### 3. Responsibilities

- Help the CNM Principal to develop grant strategies, identify prospective grantees, and develop/evaluate project proposals to build out the CNM portfolio.
- Support the CNM Principal and project leads to steer and oversee the successful delivery of projects that have been approved, including identifying alignments with the existing F4B portfolio.
- Support CNM’s presentations at relevant F4B meetings, and external events as applicable.

- Lead on progress and donor reporting (financial and narrative) across the CNM portfolio, with the Swiss Philanthropy Foundation (SPF) and the MAVA Foundation. Support F4B reporting as applicable (e.g. where there is overlap or information from the CNM workstream that need to be fed in).
- Support on contracting on behalf of the CNM portfolio, working closely with the Swiss Philanthropy Foundation, the MAVA Foundation and the F4B coordination team.
- Provide regular progress updates on behalf of the CNM portfolio, to keep the internal team informed.
- Support workstream leads to feed content into the website, social media, internal newsletters, and external monthly F4B briefings.
- Support the CNM Principal and project leads to prepare concept notes and proposals for the Innovation Hub, Leadership Group and Grants Committee meetings (as applicable), including the management of outreach to target possible providers and solicit proposals.
- Organise convenings as applicable on behalf of the CNM portfolio, with support from the CNM Administrator.
- Work with the F4B comms team to get reports copyedited, designed, and support workstream leads to develop comms plans and media strategies.
- Working with GSCC on campaigning strategies, and work with Principals and other PMs to develop insider/influencing strategies.
- Track engagement and outreach on behalf of the CNM Portfolio.

## 4. Experience and Qualifications

### Essential

- Available to start full-time on 1st March 2021 (with some flexibility).
- Able to work effectively and confidently in the English language.
- Location is flexible but will be required to work with EU time zones and workdays to an extent.
- Strong organisational skills and ability to prioritise effectively between competing (and at times conflicting) tasks and deadlines.
- Ability to thrive in highly adaptive and innovative environment.

- Experience coordinating content and deliverables across multiple workstreams and ability to stay on top of actions and deliverables across multiple projects and stakeholders.
- Experience in upward managing and supporting a multi-organisation consortium and/or partners based in other countries/organisations, with strong stakeholder engagement skills.
- Experienced at working on complex topics with a diverse range of stakeholders and subject-matter experts in a fast-paced environment.
- Knowledge or experience of working in multiple contexts, including across public and private actors, and developed and developing countries.
- Experience of donor liaison, and drafting terms of references/proposals.
- Excellent writing skills.
- Ability to work effectively with word & data processing and presentation software.

### Desirable

- It is strongly desirable for the candidate to have a good level of understanding of nature markets as applied within the finance-biodiversity nexus.

## 5. How to Apply

Please send your CV and cover letter, summarising why you would be a good candidate for this role, to: [Nathalie.Nathe@F4B-Initiative.net](mailto:Nathalie.Nathe@F4B-Initiative.net).

Thanks in advance.